

Residential Building Guidelines



INTRODUCTION

The City of Tulsa is committed to economic development and to being a helpful and enthusiastic partner with the construction industry and the citizens of Tulsa involved in the development of residential properties. Generally a building permit must be obtained from the Building Official before beginning construction or tenant improvements. The information in this pamphlet is to assist you in preparing for and obtaining your permit. We are here to serve the public and construction industry in a timely, courteous, and a professional manner. For more information about obtaining a permit, or whether one is required, contact the Building Permit Center at (918) 596-9456 or visit us at 175 E 2nd St., Suite 455.



TABLE OF CONTENTS

INTRODUCTION.....	1
PART I. DESCRIPTION OF MINIMUM STANDARDS FOR DOCUMENT SUBMITTAL	
GENERAL INFORMATION	4
COMMUNICATION OBJECTIVES FOR DEVELOPMENT SERVICES.....	4
BASIC DESIGN REQUIREMENTS.....	4
RETAIN YOUR PAPER WORK.....	4
DECLARED AND ACTUAL VALUATION.....	4
PAYMENT FOR PERMITS.....	4
TIME LIMITATION OF APPLICATION.....	4
EXPIRATION.....	4
ADDENDUMS, RESUBMITTED OR REVISED PLANS.....	4
REQUIRED FORMS AND DRAWINGS.....	5
APPLICATION FOR RESIDENTIAL BUILDING AND ZONING CLEARANCE PERMIT.....	5
BUILDING PERMIT CERTIFICATION & AFFIDAVIT AS TO EASEMENTS, DEDICATIONS AND RIGHTS-OF-WAY.....	5
TEMPORARY USE/OCCUPANCY PERMIT.....	5
ARCHITECT'S OR ENGINEER'S SEAL.....	5
SITE PLANS.....	6
WALL CROSS SECTIONS.....	6
FOUNDATION PLANS.....	6
DETAIL SHEETS.....	6
FLOOR PLANS.....	6
ROOF PLANS AND DETAILS.....	7
ELEVATIONS PLANS.....	7
GRADING AND DRAINAGE PLAN FOR RESIDENTIAL.....	8
DRAINAGE AND FLOODPLAINS.....	8
EROSION CONTROL.....	9
WATER AND SANITARY SEWER MAINS.....	9
HANDICAP ACCESS.....	9
DRIVEWAYS AND SIDEWALKS.....	9
PART II. MINIMUM STANDARDS FOR DOCUMENT SUBMITTAL	
APPLICATION FEE.....	11
NEW RESIDENCE.....	12
ADDITIONS.....	12
ALTERATIONS.....	13
ACCESSORY BUILDINGS.....	13
STORM SHELTER.....	13
SWIMMING POOLS, SPAS, ETC.....	14
REPAIR NO-EXPANSION (Fire, deterioration etc.).....	14
ZONING CLEARANCE ONLY PERMITS.....	14
BUILDING PERMITS FOR MOVE-IN BUILDINGS.....	15
CARPORTS, COVERED PATIOS AND/OR PORCHES.....	15
TEMPORARY USE/OCCUPANCY PERMIT.....	16
MANUFACTURED HOUSING UNIT.....	16
FENCE/WALL.....	16
RETAINING WALL.....	17
PART III. EXHIBITS	
EXHIBIT 1. REQUIREMENTS FOR A PRIVATE SEWAGE DISPOSAL SYSTEM.....	20
EXHIBIT 2. TYPICAL SITE PLAN.....	21
EXHIBIT 3. RESIDENTIAL SITE AND DRAINAGE PLAN CHECKLIST AND INSTRUCTIONS.....	23
EXHIBIT 4. TYPICAL PLATFORM FRAMING/FOOTING SECTION.....	32
EXHIBIT 5A. SLAB/STEM WALL AND CONTINUOUS SPREAD FOOTING.....	33
EXHIBIT 5B. SLAB/GRADE BEAM.....	33
EXHIBIT 5C. MONOLITHIC SLAB/FOOTING.....	33
EXHIBIT 6A. MINIMUM TIE DOWN AND ANCHORAGE REQUIREMENTS.....	34
EXHIBIT 6B. MINIMUM TIE DOWN AND ANCHORAGE REQUIREMENTS IN A FLOOD ZONE.....	35
HELPFUL NUMBERS.....	36

PART I.
DESCRIPTION OF MINIMUM STANDARDS FOR
DOCUMENT SUBMITTAL

GENERAL INFORMATION

COMMUNICATION OBJECTIVES FOR DEVELOPMENT SERVICES: As stated in the introduction to this pamphlet, our primary responsibility is to serve the needs of the public, while not compromising the regulations we are charged to administer. One way of accomplishing this objective is to ensure an open line of communications with the public. Some ways we do this are:

- Consulting services provided to walk-in customers and by phone

We will appreciate your suggestions for improving our service to you, our customer.

BASIC DESIGN REQUIREMENTS: All plans should include all of the items in this information pamphlet that apply to your particular project. Plans must be clear and legible, reproductions of the original, on substantial paper. Blueprints, photocopies, ink drawings, or electronic plans are acceptable. Pencil drawings are not acceptable. The plan must be drawn to scale. The recommended scale for the plans other than site plans is $\frac{1}{4}'' = 1'$. For the site plan, the recommended scale is $1'' = 20'$, but any other scale can be used that will adequately show the lot and buildings on it. Where the plans involve additions to existing structures, label all existing construction as "existing" and all proposed construction as "new." The plans must be complete and clearly show the extent and type of work. Compliance with the current edition of ICC International Residential Building Code For One And Two-Family Dwellings and other relevant statutes must be shown on the plans. When reviews are completed, the department will maintain electronic copies of the plans. We encourage applicants to submit plans electronically; however, if the applicant chooses to submit paper plans, the plans must be separated into two sets. The Permit Center will accept plans drawn on any size paper; however, we recommend that the plans be drawn on 18" x 24" or larger paper. Be consistent throughout the project with whatever submittal method you choose to use (i.e. if you submit paper plans initially, don't submit electronic revisions).

RETAIN YOUR PAPER WORK: Copies of your permits, receipts, and approved plans are important documents. When your construction is complete, we recommend that you keep these filed with your property's deed for future Reference.

DECLARED AND ACTUAL VALUATION: These two values could be the same or vary significantly, depending on how the declared valuation was determined. The declared valuation is the applicant's estimate of the construction cost and is used only to determine the application fee. The valuation should be for the structure only. Do not include the cost of cosmetic items. Floor coverings, paint, countertops, and cabinets should not be included in the valuation. Do not include the cost of electrical, mechanical, and plumbing. These costs are covered in the individual licensed trades permits taken out by the respective contractors.

The actual construction valuation is determined by the building plans examiner and is the value on which the permit fee is based.

PAYMENT FOR PERMITS: Payments for permits shall be due upon notification to an applicant that the permit has been approved and is ready for issuance. Any permit not paid for within thirty (30) days after notification may be deemed void and any application fee shall then be forfeited.

TIME LIMITATION OF APPLICATION: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

EXPIRATION: Every permit issued shall become invalid unless the work authorized by such permit is started within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The work is considered to be suspended or abandoned if inspections are not called within the specified time limit. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

ADDENDUMS, RESUBMITTED OR REVISED PLANS: All plans submitted as addendums or plans required to be resubmitted or revised pursuant to any code regulated shall be assessed an additional fee as set forth in Title 49, Chapter 1. This fee shall be non-refundable. A project CANNOT be classified as an addendum if it changes the footprint of, or adds additional value to, the original project.

REQUIRED FORMS AND DRAWINGS:

In addition to the permit application, the following items must be supplied when the plans are submitted. Additional items may be required in certain circumstances before the permit is issued. Be sure to see the information in Part II of this pamphlet covering those projects for specific requirements.

APPLICATION FOR RESIDENTIAL BUILDING AND ZONING CLEARANCE PERMIT:

The owner, contractor, architect or authorized agent of the owner can file an application for a building permit.

BUILDING PERMIT CERTIFICATION & AFFIDAVIT AS TO EASEMENTS, DEDICATIONS AND RIGHTS-OF-WAY:

The top portion of the document (the permit certification) is required to be completed for all building permit applications. It certifies that the applicant is authorized to act on behalf of the property owner concerning the proposed work, and must be signed in front of the City building official or his designee. If the application is sent through the mail, or delivered by a person other than the owner or authorized agent, it shall be accompanied by an affidavit of the owner. The second part of this document is required to be completed for any new construction that would alter the existing site; i.e., a new residence, room addition, swimming pool, covered patios, etc. Its purpose is to prevent buildings and structures from being built on easements and rights-of-way. Doing so could create problems for the homeowner and the City of Tulsa. When applying on the Citizen Self Service portal, you will be required to "initial" that you agree to the terms of the affidavit.

ARCHITECT'S OR ENGINEER'S SEAL:

The plans must be sealed by a registered engineer or licensed architect for buildings or portions of building not complying with the prescriptive construction provisions of the code, or exceeding two stories and basement in height. Rules and regulations of the Board of Architects and Board of Engineers are applicable. Also, engineering calculations must be provided upon request.

SITE PLANS (SEE EXHIBIT #2)

This plan shows a general layout of the lot. It must show:

1. On 8 ½" x 11" paper (11" x 17" maximum) scanned images must be legible.
2. Drawn to engineering scale (1" = 20', 30 etc.) North Arrow Shown.
3. Property address (Lot-Block-Plat Name) or Parcel or Legal Description.
4. Label and dimension all property lines, right of way, easements, and setbacks.
5. Provide all that apply: Designer/Owner/Contractor (name, business, phone, and email).
6. Label and dimension all existing and/or new building and structures.
7. Label and dimension distances between lots lines, building and structures.
8. Show all utilities on lot/property (sanitary sewer manholes, storm sewer inlets, etc.).
9. Show and dimension driveway approach, driveway on lot, and required sidewalks.
10. Show erosion control placement measures, label stabilized construction entrances, and provide note: "Owner/Contractor is responsible for all temporary and permanent erosion controls.

NOTE: FOR PROPERTY SERVED WITH A SEPTIC SYSTEM, SEE EXHIBIT #1.

WALL CROSS SECTIONS (SEE EXHIBIT #4 and 5A-C)

This plan must show the following:

1. Footing, stemwall, and slab detail.
2. Interior and exterior wall finishes.
3. Size, spacing, and type of materials used.
4. R-value, type, and location of insulation.
5. Connection details.
6. Roof framing details.

NOTE: For property located within floodplain limits, stem wall must show engineered flood vent details.

FOUNDATION PLANS:

Provide dimensions and details of foundations including continuous footings, grade beams, and pier footings. (See Exhibits 3A-3D for typical footing details.) Show footing dimensions, thickness of concrete slabs, reinforcing steel, access holes when applicable, and the North arrow.

DETAIL SHEETS (WHEN APPLICABLE)

Show details of all fireplaces, stairs, girders, beams and headers, with size and type of materials to be used.

FLOOR PLANS: Floor plans must show the following:

1. Exterior and interior dimensions.
2. Use of all rooms.
3. Size and type of all windows and doors.
4. Plumbing and gas fixture locations; water heater & electrical equipment locations.
5. Location of heating and air-conditioning facilities.
6. Locations and types of smoke alarms and carbon monoxide alarms, when applicable.
7. The North arrow.
8. The scale.

ROOF PLANS AND DETAILS:

This plan must show the following:

1. Roof pitch.
2. Size of hips, valleys, rafters, and ridges.
3. Direction and span of rafters, trusses, beams, and headers.
4. Any special framing at roof area.
5. Complete roofing specifications.
6. Lumber sizes, spacing, species and grades.
7. Roof sheathing material type and thickness.
8. Roof covering type.
9. The North arrow.

NOTE: If trusses, beams, girders, or columns not listed in the code tables are used, the plans must have the seal of an engineer licensed in the State of Oklahoma.

ELEVATIONS:

This is a drawing of the new exterior walls showing the following:

1. Doors, windows, and other openings.
2. Exterior finishes.
3. Height of structure and projections above the ground, including finished floor.
4. Indicate North, South, East or West elevation.

Grading and Drainage Plan for Residential

The requirement of Grading and Drainage Plan shall be applicable to any development, redevelopment, building, excavating, grading, regrading, paving, land filling, berming or diking of any property within the City. Grading and Drainage Plans will be reviewed for floodplains (both FEMA and Tulsa Regulatory) stormwater drainage, sidewalks and driveways, easements, water and sanitary sewer, and erosion control. ADA requirements in public right of way away from the buildings will also be reviewed. The Grading and Drainage drawings shall consist of plans, profiles, special details, standard drawings and specifications sufficiently detailed for construction. All construction documents shall be subject to requirements of City Ordinance Titles 11 & 35, Stormwater Management Criteria Manual, Infrastructure Development Manual and Subdivision and Development Regulations.

Drainage and Floodplains

The following requirements are to be used in the planning, design, and construction of new homes, additions to existing homes, outbuildings, swimming pools, and other significant activities that could change the drainage patterns and characteristics of property that could impact neighboring properties:

1. All residential properties must accept and convey drainage without causing damage to adjoining properties. Flow coming from off-site onto the property cannot be blocked. Flow from off-site must be conveyed so that it does not cause damage to neighbors. Any additional flow originating on the property must be collected and conveyed to the street, if possible, or other approved drainage conveyance facility.
2. All new houses must have roof drainage directed to the street or other approved conveyance (exceptions will be made on a case-by-case basis).
3. All home builders must prepare and submit a preliminary survey of the site showing an established bench mark or assumed elevation at a known beginning point. Minimum elevations required are the property corners, finished floor of building, right of way curb/gutter and others as needed. Existing topography maps (from INCOG, subdivision plans, or other sources) should be used, if available.
4. All existing drainage pipes and drainage features must be shown on the house plans.
5. Existing and proposed flow conditions must be shown on the house plans.
6. A drainage drawing must be prepared showing limits of construction and the flow direction on the property prior to construction supported by spot elevations or contours. A separate drainage drawing must be prepared showing spot elevations and directional water flow arrows, including off-site incoming and outgoing flow for the site after the construction has been completed. Both the present and final plans must be submitted with the residential permit application.
7. Storage buildings must have the same drainage documentation as houses if they require a permit.
8. Recommended requirements for Grading and Drainage Plan:
 - a. Existing and Proposed Contours-Clearly labeled, contours shall be provided for all disturbed areas. Contours for undisturbed areas shall be shown when drainage in those areas impacts the disturbed area. Identify and locate all swales, drainage ditches, concrete flume and storm drains.
 - b. Finished Floor Elevation(s) for proposed all buildings/structures.
 - c. Spot Elevations- Provide location of the benchmark established for the property

and show on the plan with the elevation noted. Show critical spot elevations, as necessary to demonstrate positive drainage and direction of flow., i.e. Show and label street curb gutter elevations. If applicable show storm drain grate elevations, concrete flume and drainage ditch elevations indicating the percent of slope.

- d. Floodplains - Note if either the FEMA or Tulsa Regulatory floodplain is located on the property. Surveyed limits of the floodplain shall be shown on plan noting the elevation (per NGVD 1988) as indicated by the COT flood zone determination.
 - e. Drainage Arrows- Provide drainage arrows that clearly identify how stormwater will be routed around buildings, and where stormwater will be conveyed to a detention area or will be exiting the property and convey to a private or public storm drainage system. Provide guttering downspout drainage flow direction detail. Spot elevations may be required to support and verify drainage flows.
 - f. Property lines and easements with purposes shall be noted on the drawing.
 - g. Streets, roads and highways adjacent to the property shall be shown.
 - h. Proposed outfall point for runoff from the property and facilities to convey flows to the final outfall point without damage to downstream properties shall be shown.
9. Residential Drainage Report- when required, should be submitted with Grading and Drainage plans signed and sealed by an engineer licensed in the State of Oklahoma.

Erosion Control

1. Plan - All developments shall be designed, constructed and completed in a manner which minimizes the exposure of bare earth to precipitation and runoff. Development shall be constructed only if appropriate sedimentation facilities are installed and maintained throughout the construction period. The erosion control plan must be included with the construction plans.

Storm Water Pollution Prevention Plan (SWP3) – A separate report is required to be submitted for any development disturbing over 1 acre (43,560 sq.ft.) It is subject to the requirements of the General OKR10 Permit by ODEQ.

Water and Sanitary Sewer Mains

The location and size should be shown on your plans. Easements for these lines need to be shown. If easements are not available, then we will ask that they be provided prior to construction. Service line locations should be indicated. They normally are not allowed to be in any easements other than to cross them perpendicularly. Plans shall identify sanitary sewer manholes on property labeling measurements from two nearest property lines. Manhole lids/covers are to remain uncovered and visible at all times.

Handicap Access

ADA requirements must be met on all driveway and sidewalks in public right of way.

Driveways and Sidewalks

1. Driveways – Reference City of Tulsa Standards 701, 702, 703, 704 and 705; and Subdivision and Development Regulations Section 5.070. If on an arterial street, they must be located within limits of access as shown on the plat.
2. Sidewalks – Sidewalks are normally required along all streets and are required to be shown on plans. Standard width is 5 feet width on arterial streets and 4' on all others.
3. Maintenance by Property Owner. The maintenance of sidewalks shall be a private responsibility. It shall be unlawful for any person, owner, his agent or representative, owning or having in his charge or under his control, any property in the City of Tulsa, to permit any sidewalk or driveway abutting upon such property to become dilapidated or out of repair so as to endanger the public safety and the public travel thereon. Title 35 Section 601 F.

PART II

MINIMUM STANDARDS FOR DOCUMENT SUBMITAL

II. MINIMUM STANDARDS FOR DOCUMENT SUBMITTAL

The following information is a summary of the minimum requirements for a residential building permit application. If the information for your specific type of construction is not listed, or if you need further information, please call (918) 596-9456.

APPLICATION FEE

- The application fee is due at the time of application.
- The application fee is based on the declared valuation.
- The application fee is a portion of the building permit fee and will be deducted from the total Building Permit fee which will be due at the time of permit issuance.
- The application fee is set forth in Title 49, Chapter 3, Section 301.
- The application fee is non-refundable.

NEW RESIDENCE

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for one of the following, based on the work being done:

- Building (Residential): Building: Duplex
- Building: New Single Family
- Building: Townhouse application

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Wall cross-section
4. Foundation plans
5. Detail sheets for fireplaces, stairs, girders, beams and/or headers, if applicable
6. Proposed floor plans
7. Roof plan and details
8. Elevation plans
9. Grading and Drainage Plan
10. Erosion Control Plan

ADDITIONS

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for:

- Building (Residential): Building: Addition

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Wall cross-section
4. Foundation plans
5. Detail sheets for fireplaces, stairs, girders, beams and/or headers, if applicable
6. Floor plans showing existing and proposed construction)
7. Roof plan and details
8. Elevation plans
9. Grading and Drainage Plan
10. Erosion Control Plan

ALTERATIONS

CITY FORMS SUBMITTAL REQUIREMENTS

If submitting online, apply for:

- Building (Residential): Building: Alteration If submitting by paper, submit:
Residential Building and Zoning Clearance Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two sets when submitting paper plans.

1. Floor plan (showing existing and proposed construction)
2. Detail sheets for fireplaces, stairs, girders, beams and/or headers if applicable.

ACCESSORY BUILDINGS

CITY FORMS SUBMITTAL REQUIREMENTS

If submitting online, apply for:

- Building (Residential): Building: Accessory Structure

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Wall cross-section
4. *Foundation plans
5. Detail sheets for girders, beams and/or headers if applicable
6. Proposed floor plan
7. Roof plan and details
8. Elevation plans
9. Grading and Drainage Plan
10. Erosion Control Plan

*1. A footing or Building Permit is not required for a one-story detached accessory structure provided the floor area does not exceed two hundred square feet and is separated from other structures by a minimum distance of five (5) feet including projections; however, a zoning clearance permit is required. Accessory buildings on skids with a floor area greater than 200 square feet but less than 300 square feet shall be blocked and anchored in accordance with Appendix 6A herein.

STORM SHELTER

CITY FORMS SUBMITTAL REQUIREMENTS

If submitting online, apply for one of the following, based on the work being done:

- Building (Residential): Building: Indoor Storm Shelter (Residential)
- Building (Residential): Building: Outdoor Storm Shelter (Residential)

- If submitting by paper, submit:
- Residential Building and Zoning Clearance Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Floor or site plan, depending on location
3. Engineered stamped plans
4. Outdoor Storm Shelter - Grading and Drainage Plan
5. Outdoor Storm Shelter – Erosion Control Plan

SWIMMING POOLS, SPAS, ETC.

Exception: Prefabricated swimming pools that are less than two feet deep are exempt from permit requirements of this code.

CITY FORMS SUBMITTAL REQUIREMENTS

If submitting online, apply for one of the following, based on the work being done:

- Pool (Residential): Pool: Above Ground
- Pool (Residential): Pool: In Ground

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Pool wall cross section
4. Indicate type of pool construction; i.e. Gunite, fiberglass, steel wall with drop in liner, and above-ground pool
5. Drain type and number of drains
6. Size and depth of pool
7. Grading and Drainage Plan
8. Erosion Control Plan

REPAIR NO-EXPANSION (Fire, deterioration, etc.)

Note: Repair permits must be applied for in person.

CITY FORMS SUBMITTAL REQUIREMENTS

1. A Residential Building and Zoning Clearance Permit application.

NOTE: If damage is extensive or structural, construction plans will be required. This will be determined by the Architectural Plans Examiner at the time of submittal for a permit.

ZONING CLEARANCE ONLY PERMITS

The purpose of this permit is to ensure that the property you are planning to develop can meet the zoning requirements. This permit is for planning. It does not allow occupancy, construction or expansion.

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for:

- Zoning: Residential

If submitting by paper, submit:

- Zoning Clearance Only Permit Application.

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Floor plan

Note: Other plans may be required by the zoning official before final determination.

BUILDING PERMITS FOR MOVED-IN BUILDINGS

Two types of permits are required for buildings and structures moved into or within the City of Tulsa. The building and/or structure shall not be used or occupied in whole or in part until the Building Permit has had final approval. A building and zoning clearance permit must be obtained for the proposed location for the foundation and the remodel of the moved-in structure. A moving permit must be obtained by a licensed moving contractor to transport the building to the new location. If building is to be moved from a location outside the city limits, an additional fee will be charged for the inspection of that building at the time of the application.

CITY FORMS SUBMITTAL REQUIREMENTS

If submitting online, apply for:

- Building (Residential): Building: Foundation Only

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Foundation/remodel plans

CARPORTS, COVERED PATIOS AND/OR PORCHES

CITY FORMS SUBMITTAL REQUIREMENTS

If submitting online, apply for:

- Building (Residential): Building: Accessory Structure

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description recorded on the property deed. (Note: If the property is served with a septic system, include the location of the lateral lines on the site plan)
2. Structural cross-section
3. Foundation plans
4. Elevation plans
5. Grading and Drainage Plan
6. Erosion Control Plan

TEMPORARY USE/OCCUPANCY PERMIT

Note: Occupancy of a building is not allowed until all inspections have been conducted and approved, unless a Temporary Use/Occupancy Permit has been obtained. (See more information on page 5). Temporary Use/Occupancy permits must be applied for in person.

CITY FORMS SUBMITTAL REQUIREMENTS

1. A Residential Temporary Use Permit Application
2. A copy of the original residential building permit.

MANUFACTURED HOUSING UNIT

(On a private lot, not in a mobile home park)

CITY FORMS SUBMITTAL REQUIREMENTS

If submitting online, apply for:

- Building (Residential): Building: Manufactured Housing Unit (Residential)

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Foundation plans, if applicable.
4. Indicate the manufactured date of the "manufactured housing unit".
5. Grading and Drainage Plan
6. Erosion Control Plan

FENCE/WALL

Note: Fences and walls not over 7' tall require a zoning clearance only permit. Fences and walls over 7' tall require a building permit. Engineer sealed design required for precast and masonry construction over 4' height measured from grade to top of the wall or fence. See Tulsa Zoning Code Section 45.080 Fences and Walls for more information.

CITY FORMS SUBMITTAL REQUIREMENTS

If submitting online, apply for one of the following, based on the work being done:

- Building (Residential): Building: Fence or Wall Fence (Residential)

- Zoning: Zoning: Residential

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

- Zoning Clearance Only permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description recorded on the property deed.
2. Indicate the location, length of fence/wall, material used, and heights of all proposed fence/wall locations on site plan. Provide the distance from the center of all streets to the proposed fence/wall.

RETAINING WALLS

Note: Retaining walls measured from bottom of footing to top of wall not over 4' tall require a zoning clearance only permit. Retaining walls over 4' tall require a building permit and are required to be designed and sealed by an engineer. See Tulsa Zoning Code Section 45.080 Fences and Walls for more information.

CITY FORMS SUBMITTAL REQUIREMENTS

If submitting online, apply for one of the following, based on the work being done:

- Building (Residential): Building: Retaining Wall (Residential)
- Zoning: Zoning: Residential

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form
- Zoning Clearance Only permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description recorded on the property deed.
2. Indicate the location, length of retaining wall, and heights of all proposed retaining wall locations on site plan. Provide the distance from the center of all streets to the proposed retaining wall.
3. Grading and Drainage Plan
4. Erosion Control Plan
5. Note: Retaining walls 4 feet and greater in height, measured from the bottom of the footing to top of wall are required to be designed and sealed by a licensed professional engineer licensed in State of Oklahoma.

PART III.
EXHIBITS

EXHIBIT 1

***REQUIREMENTS FOR A PRIVATE SEWAGE DISPOSAL SYSTEM WHEN THE
PROPERTY IS NOT SERVED WITH SANITARY SEWER***

Permits for septic tank installations are issued through the Tulsa City/County Health Department, Environmental Protection (HDEP). A soil percolation test must be performed or obtained from the Oklahoma Department of Environmental Quality (DEQ). The percolation test can be performed by DEQ, a Professional Engineer, or a Registered Professional Land Surveyor. DEQ will furnish you a design layout of your sewage system. A new residence, structure or addition must be staked out prior to the HDEP final field inspection. The following information needs to be included on the site plans.

1. Plumbing stub out, leading from the house to the septic tank.
2. Directional slope of the lot.
3. Location of septic system and all septic components labeled on site plan.
4. Structural landscaping, i.e., large trees, retaining walls, etc.
5. Any structures such as swimming pools, tennis courts, gazebos, driveways, and patios.
6. Number of proposed and/or existing bedrooms in the residence.
7. Automatic lawn irrigation systems.
8. Indicate if any part of the lot is in a flood sensitive area.
9. Street address and legal description of the construction site.
10. The builder's name, mailing address, and telephone number.

The following information must be included with the application.

1. A copy of result of the percolation test.
2. A copy of the final inspection on current systems.

These two items must be obtained from DEQ and brought to the Permit Center at the time of application. These may be obtained at their office at 9933 E 16TH ST, Tulsa, OK 74128 between the hours of 8:00 am and 4:30 pm (the inspectors are in the offices only from 8:00 am to 9:00 am). Any questions to DEQ can be directed to (918)293-1600 during the hours above.

These two items must also be presented to the Tulsa City/County Health Department, Environmental Protection (HDEP) for approval.



RESIDENTIAL SITE & DRAINAGE PLAN CHECKLIST
Exhibit 3

Project Address:

Permit Application #:

Residential Site Plan shall show the following as applicable: **Pencil drawings will not be accepted.**

Yes-No-N/A

General Site Plan Requirements (Applicable to all permit applications)

- 1) On 8 1/2"x11" paper (11"x17" maximum) Scanned images must be legible
- 2) Drawn to engineering scale (1"=20', 30' etc.) and North Arrow shown
- 3) Property Address & (Lot- Block- Plat Name) or Parcel Number or Legal Description
- 4) Label and dimension all Property Lines, Right of Way, Easements, and Setback
- 5) Provide all that apply: Designer/Owner/Contractor (name, business, phone and email)
- 6) Label and dimension all existing and/or new buildings and structures
- 7) Label and dimension distance between lot lines & buildings & structures
- 8) Show all utilities on lot/property (sanitary sewer manholes, storm sewer inlets, etc.)
- 9) Show and dimension driveway approach, driveway on lot and required sidewalks
- 10) Show erosion control placement measures, Label Stabilized Construction Entrances, (attachment 5-3) and provide note:

"Owner/Contractor is responsible for all temporary and permanent erosion controls."

Stormwater Drainage Plan Requirements

- 11) Show Finished Floor Elevation (FFE)
- 12) Provide information that reflects existing and proposed direction of drainage with drainage flow arrows, spot elevations, or 2ft contours
- 13) Include drawing of adjacent lots and current direction of drainage (attachment 5-1)
- 14) Include drawing of adjacent lots and proposed direction of drainage (attachment 5-2)
- 15) Provide Grading Cut and Fill estimated quantities in cubic yards (as applicable)

Note: Lots that do not naturally drain toward street or developments that impact natural drainage of the lot may require additional design elements per City of Tulsa Stormwater Management Criteria Manual Section 503 Single Lot Drainage Residential Requirements

Drainage Sensitive Area (DSA) and Floodplain (as Applicable)

Know your risk of flooding by doing the following:

Visiting the City of Tulsa Floodplain Map Viewer (link below) to search by address & to view 2ft contours

cityoftulsa.maps.arcgis.com/apps/webappviewer/index.html?id=264d991a559a49e0a96a771a51022281/

Contact City of Tulsa Customer Care Center to request a Floodplain Determination Letter [Online \(24/7\)](#)

Call 311 in City Limits / Call 918-596-2100

Contact Development Services at 918-596-9456 for questions regarding Floodplain & Drainage Sensitive Area permitting requirements [Requirements can also be found in the City of Tulsa's Stormwater Management Criteria Manual](#)

Onsite utilities can be found on with City of Tulsa's Engineering Atlas (link below) cityoftulsa.maps.arcgis.com/apps/webappviewer/index.html?id=8d58c13e319f4ac7ad9b19ae4ccc0cc0

Residential Site Plan Checklist Instructions

Please use the following information and checklist to draft your site and drainage plan.

The purpose of the attached checklist and instructions is to guide you, as the Applicant, through the process of producing a site and drainage plan for your permit application.

We have provided a guide that will aid you in addressing our general requirements for permit applications. Each section below is labeled to clearly identify which plan requirement that is being defined and shall proceed in order:

General Site Plan Requirements (Applicable to all permit applications):

- 1) **On 8 ½" x 11" paper (11" x 17" maximum) Scanned images must be legible:** All plans should include all items that apply to your project. Plans must be clear and legible, reproductions of the original, on substantial paper. Blueprints, photocopies, ink drawings, or electronic plans are acceptable. **Pencil drawings are not acceptable.** The plans must be complete and clearly show the extent and type of work. Compliance with the current edition of ICC International Residential Building Code for One and Two-Family Dwellings and other relevant statutes must be shown on the plans. When reviews are completed, the department will maintain electronic copies of the plans. We encourage applicants to submit plans electronically. Be consistent throughout the project with whatever submittal method you choose to use (i.e. if you submit paper plans initially, don't submit electronic revisions).
- 2) **Drawn to engineering scale (1" =20', 30' etc.) s North Arrow Shown:** The plan must be drawn to scale. The recommended scale for the plans other than site plans is ¼" = 1'. For the site plan, the recommended scale is 1" = 20', but any other scale can be used that will adequately show the lot and buildings on it. Also, indicate "North" on the site plan.

- 3) **Property address (Lot-Block- Plat Name) or Parcel or Legal Description:** Include the address of the property and legal description where the proposed development is to be constructed. Sometimes the lot is result of a lot of combination or lot split. In those instances, provide additional documentation that shows that the lot was combined or subdivided into smaller lots with your permit application.

- 4) **Label and Dimension all Property Lines, Right of Way, Easements, and Setbacks:**
 - a. The property lines represent the outside borders that show the shape of your property. The dimensions are the distance measurements between (2) points along those boundary lines.
 - b. Easements are Land agreements between the City of Tulsa and the owner where public utilities can be located. If you have sanitary sewer in your backyard, then you likely have a sanitary sewer/utility easement on your property. These easements must be shown on your Site Plan because development within a city easement is not allowed without an Encroachment or License Agreement*.
 - Information Encroachment & License Agreements can be found on the [City of Tulsa's Right of Way and Easement Closing Instructions](#) page. You can also find the contact information for City of Tulsa's Utility Coordination team as well as City Ordinances & other important information.
 - c. This also refers to the "buildable area" on your property. This note specifically refers to how far your building must be from the street per the Zoning Code. Setback lines are different from easements and the right-of-way because they regulate where you can build structures or "buildable area" on the lot per the Zoning Code.

- 5) **Provide all that apply: Designer/Owner/Contractor (name, business, phone, and email):** This is the contact information for the owner of the lot and the contractor(s) working on the project. Include this information on the Cover Sheet of your plans or the Site Plan.

- 6) **Label and dimension all existing and/or new buildings and structures:** Where the plans involve additions to existing structures, label all existing construction as "existing" and all proposed construction as "new."

- 7) **Label and dimension distances between lots lines, buildings and structures:** Indicate the distance between the lot line boundaries and existing structures and proposed structures.

- 8) **Show all utilities on lot/property (sanitary sewer manholes, storm sewer inlets, etc.):** Show the location of existing utilities on your Site Plan for the property.
 - a. Sewer MH – Sanitary Sewer Manhole
 - b. Storm MH – Storm Sewer Manhole
 - c. OVH Elec – Overhead Electrical Lines
 - d. Storm Inlets

- 9) **Show and dimension driveway approach, driveway on lot, and required sidewalks:** Indicate the location of the proposed or existing driveway. The applicable City of Tulsa standards for reference are 701 Residential Concrete Driveway Concrete Street, 702 Residential Concrete Driveway Asphalt Street, 703 Residential Asphalt Driveway Concrete Street, 704 Residential Asphalt Driveway Asphalt Street, and 705 Residential Driveway No Curb. If on an arterial street, driveways must be located within limits of access as shown on the plat.

- 10) **Show erosion control placement measures, Label Stabilized Construction Entrances, and provide note: “Owner/Contractor is responsible for all temporary and permanent erosion controls.”:** All developments shall be designed, constructed and completed in a manner which minimizes the exposure of bare earth to precipitation and runoff. Development shall be constructed only if appropriate sedimentation facilities are installed and maintained throughout the construction period. The erosion control plan must be included with the construction plans. Label and show stabilized construction entrances on the drawings as well. See attached Figure 5-3 Erosion Control Measures Residential for guidance.

Stormwater Drainage Plan Requirements

- 11) **Show Finished Floor Elevation:** This refers to the vertical dimension height of the concrete slab or top of wood sub floor above adjacent grade or survey elevation above sea level. Site preparation and finished floor elevation should be determined by evaluating several factors including street/road elevation, site topography, adjacent lot topography and floodplain elevations. Finished floor elevation and grading for drains or swales around home should be designed in accordance with International Residential Building Code and Stormwater Criteria Manual.

If a NAVD (elevation above sea level) floor elevation has not been identified, at a minimum plan must provide an established benchmark, identifying a minimum of three elevations, street curb/gutter elevation at driveway, adjacent grade elevation to structure and finished floor elevations.

*Lots created as part of an Infrastructure Development Process (IDP) have a master drainage plan that identifies the grading and minimum finished floor elevation (elevation above sea level) or pad elevations for each lot. Grading and minimum finished floor elevations shall be designed in accordance with approved IDP Plans. It is recommended the portion of the IDP plans dealing with each individual lot will be submitted with building permit application to show how the individual lot is to be graded, and minimum finished floor elevation (elevation above sea level) identified.

- 12) **Provide information that reflects existing and proposed direction of drainage with drainage flow arrows, spot elevations, or 2ft contours:** Drainage contours or arrows visually indicate the path of drainage across the lot. The City of Tulsa requires that Applicants provide information of pre-construction drainage (existing drainage prior to development) and post-construction drainage (proposed drainage after development is constructed) on your Site Plan. Attached are some images from the City of Tulsa's Stormwater Criteria Manual that should be used as a guide to develop your drainage exhibits.

- 13) **Include drawing of adjacent lots and current direction of drainage (attachment 5-1):**
See attached Figure 5-1 Current Drainage Paths for guidance.

- 14) **Include drawing of adjacent lots and proposed direction of drainage (attachment 5- 2):** See attached Figure 5-2 Post Construction Drainage Paths for guidance.

- 15) **Provide Grading Cut and Fill estimated quantities in cubic yards (as applicable):**
This information will help us determine if fill material is being brought onsite or cutting/removing earth to adjust the grade of the lot for your proposed development. Cut and Fill grading may impact drainage and shall be regulated to mitigate potential damage to neighboring lots. This may require an engineer to complete the calculations correctly.

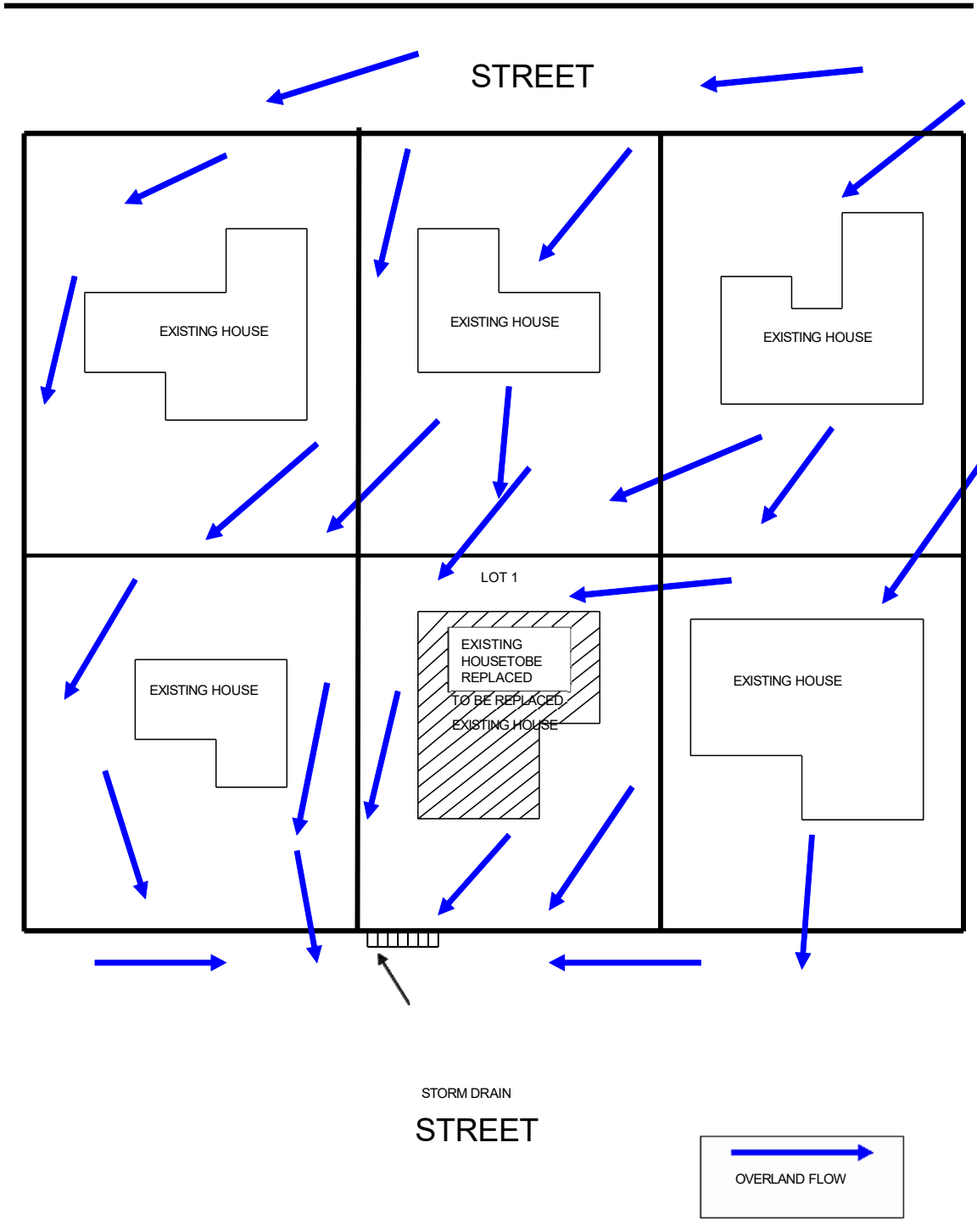
Helpful Links

All links have been consolidated on to the following page(s)

- City of Tulsa Ordinance Title 11A – Stormwater Management and Hazard Mitigation Program
 - https://library.municode.com/ok/tulsa/codes/code_of_ordinances?nodeId=CD_ORD_TIT11-ASTMAHAMIPR
- City of Tulsa Ordinance Title 35 – Infrastructure Development
 - https://library.municode.com/ok/tulsa/codes/code_of_ordinances?nodeId=CD_ORD_TIT35INDE
- City of Tulsa Stormwater Management Criteria Manual
 - <https://www.cityoftulsa.org/media/11859/stormwatermanagementcriteriam anual-june2019.pdf>
- City of Tulsa Infrastructure Development Process Manual
 - <https://www.cityoftulsa.org/media/13433/idp-manual-june-2020.pdf>
- City of Tulsa Map Gallery
 - <https://maps.cityoftulsa.org/MapGallery/>
 - Open City of Tulsa Floodplain Application
- Stormwater Pollution Prevention Plan (SWP3)
 - <https://www.deq.ok.gov/wp-content/uploads/water-division/OKR10-SWP3-Template-112822.pdf>
- City of Tulsa: Water, Sewer, and Storm Utilities Viewer
 - <https://cityoftulsa.maps.arcgis.com/apps/webappviewer/index.html?id=8d58c13e319f4ac7ad9b19ae4ccc0cc0>
- 2010 Design Standards for Accessible Design
 - <https://www.ada.gov/law-and-regs/design-standards/2010-stds/#404-doors-doorways-and-gates>
- Residential Concrete Driveway Concrete Street
 - <https://www.cityoftulsa.org/media/23879/standards-701.pdf>
- Residential Concrete Driveway Asphalt Street
 - <https://www.cityoftulsa.org/media/23880/standards-702.pdf>

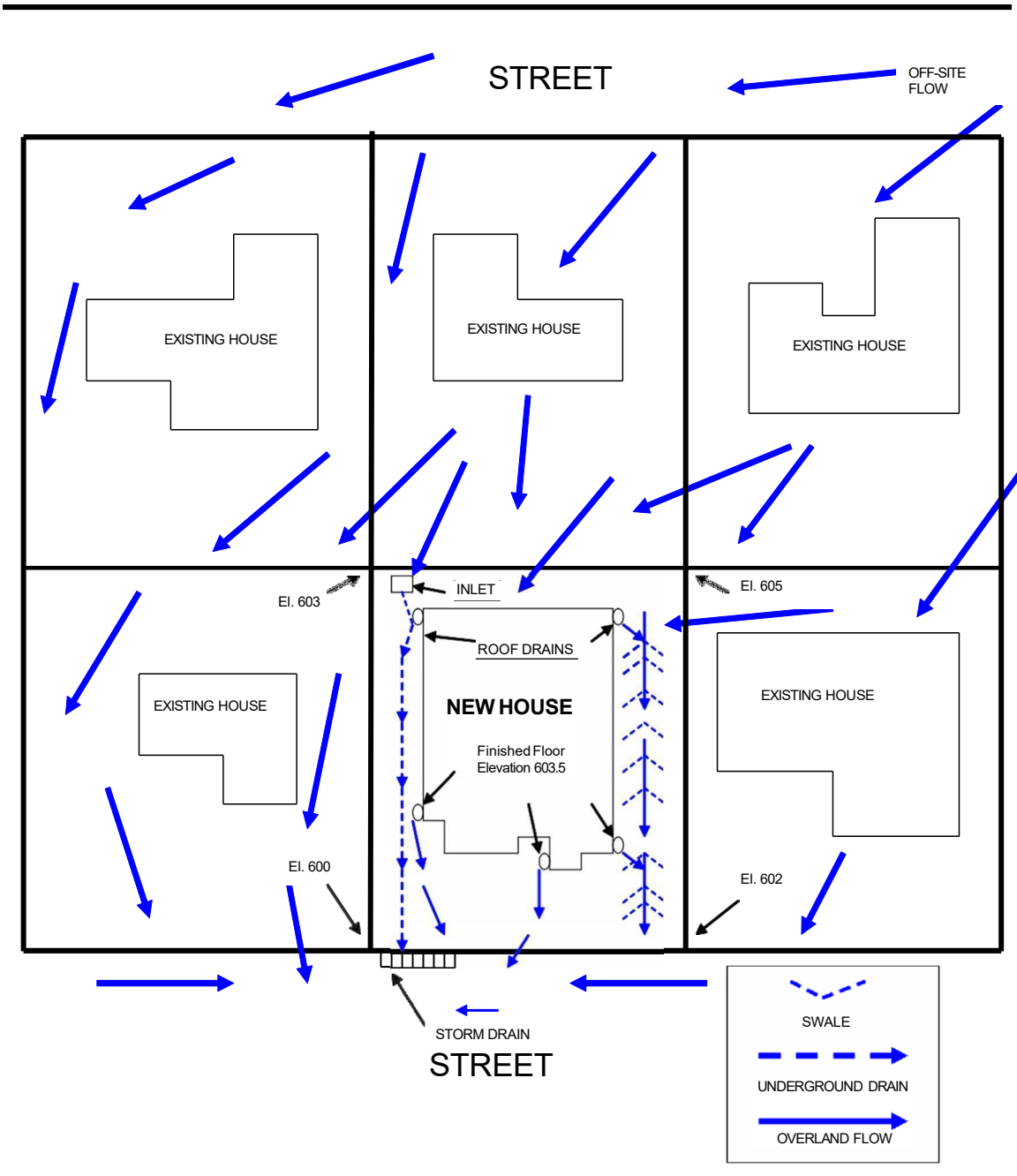
- Residential Asphalt Driveway Concrete Street
 - <https://www.cityoftulsa.org/media/23881/standards-703.pdf>
- Residential Asphalt Driveway Asphalt Street
 - <https://www.cityoftulsa.org/media/19735/2022-executed-704-residential-asphalt-driveway-asphalt-street.pdf>
- Residential Drive No Curb
 - <https://www.cityoftulsa.org/media/19736/2022-executed-705-residential-driveway-no-curb.pdf>
- Brick Paver Sidewalk
 - <https://www.cityoftulsa.org/media/19764/2022-executed-810-brick-paver-sidewalk.pdf>
- Concrete Paver Sidewalk
 - <https://www.cityoftulsa.org/media/19765/2022-executed-811-concrete-paver-sidewalk.pdf>

FIGURE 5-1 - CURRENT DRAINAGE PATHS



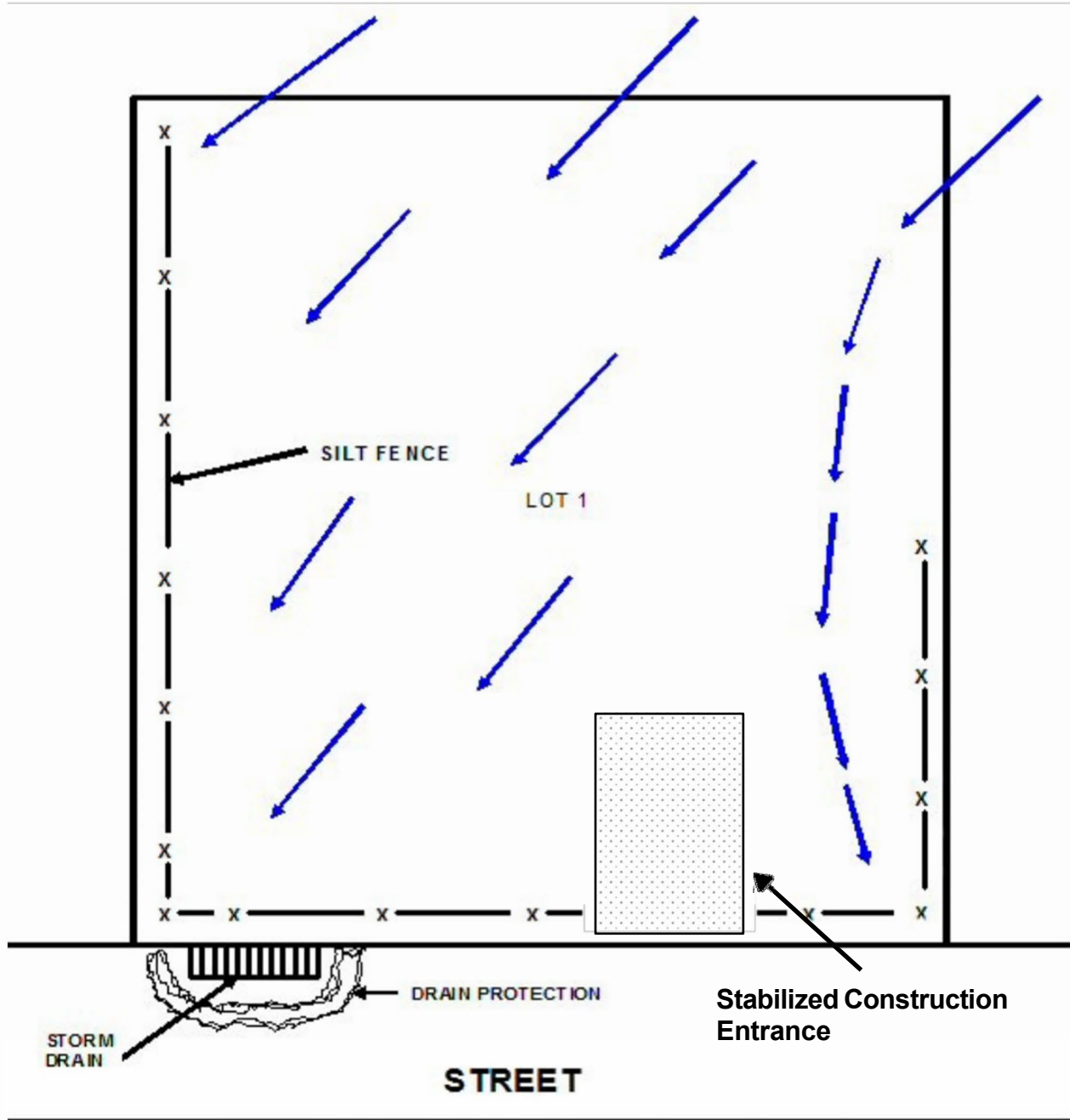
CURRENT DRAINAGE PATHS
(for example only)

FIGURE 5-2 - POST CONSTRUCTION DRAINAGE PATHS



**POST CONSTRUCTION DRAINAGE PATHS
(for example only)**

FIGURE 5-3 - EROSION CONTROL MEASURES - RESIDENTIAL



**EROSION CONTROL MEASURES
RESIDENTIAL**

(for example only)

Figure 503

For Details See City of Tulsa Standard Drawings STD. 126

EXHIBIT 4
TYPICAL PLATFORM FRAMING/FOOTING SECTION

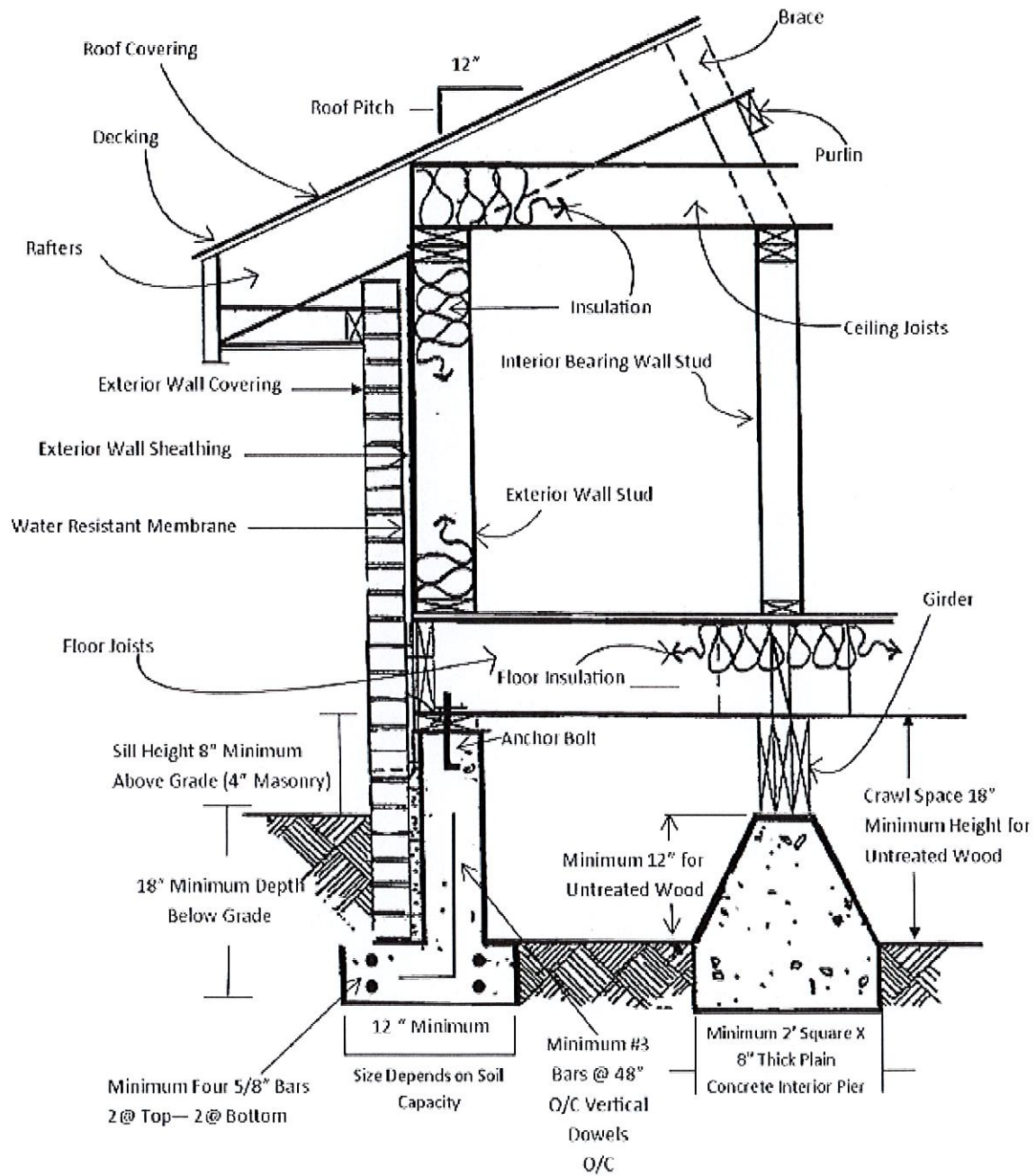


EXHIBIT 5A-C

SLAB/STEM WALL AND CONTINUOUS SPREAD FOOTING

SLAB GRADE BEAM

MONOLITHIC SLAB/FOOTING

Exhibit: Slab/Stem Wall and Continuous Spread Footing

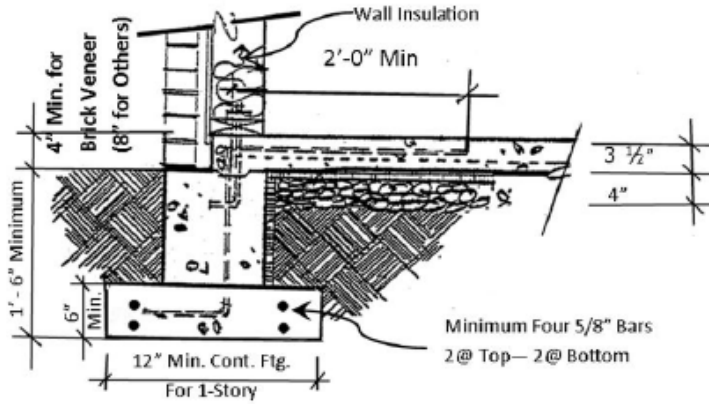


Exhibit: Slab/Grade Beam Footing

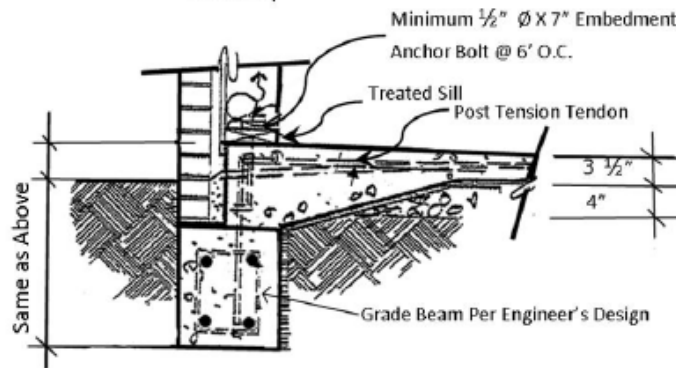


Exhibit: Monolithic Slab Footing

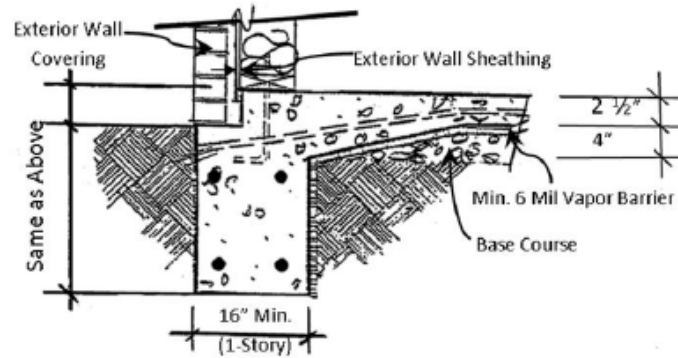
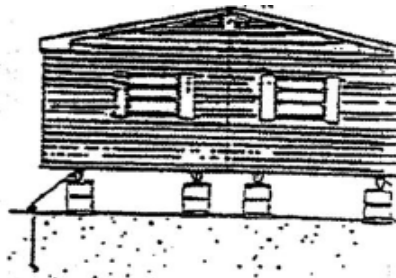
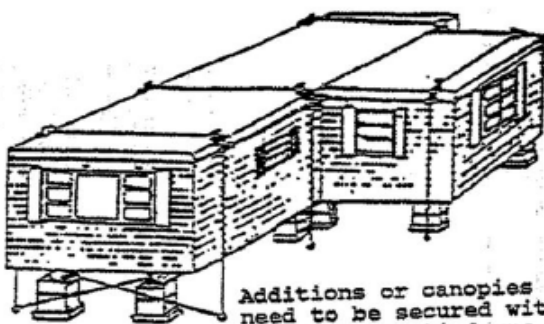
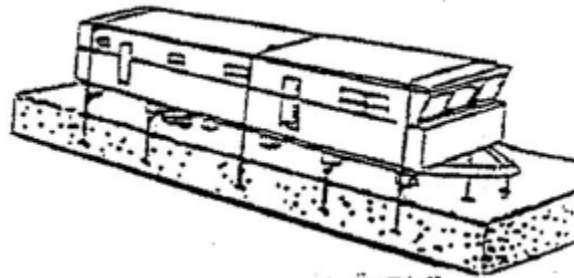


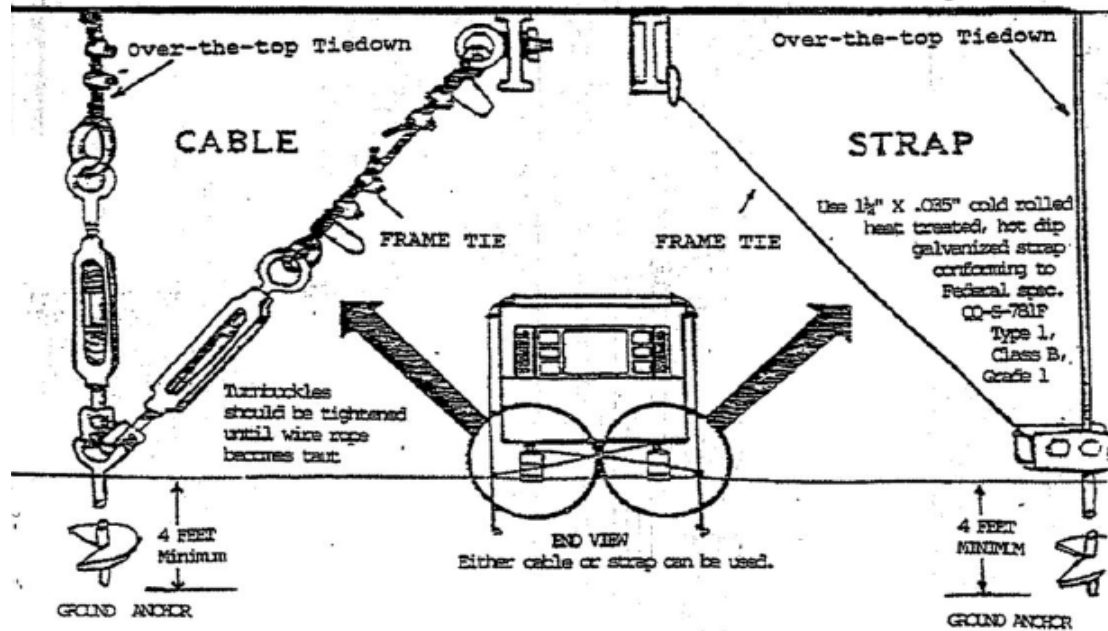
EXHIBIT 6A

MINIMUM TIE DOWN AND ANCHORAGE REQUIREMENTS



Additions or canopies also need to be secured with over-the-top tie-downs.

Double wides do not require over-the-top tie-downs but are subject to the same tie requirements.



ANCHORS MUST BE INSTALLED TO THE FULLEST DEPTH

EXHIBIT 6B

MINIMUM TIE DOWN AND ANCHORAGE REQUIREMENTS IN A FLOOD ZONE

MINIMUM TIEDOWN ANCHORAGE REQUIREMENTS
EXHIBIT 4B

IN FLOOD ZONE

32-49 Feet long

No. of Frame Ties Per Side	No. of Over-the-Top Ties
4	3

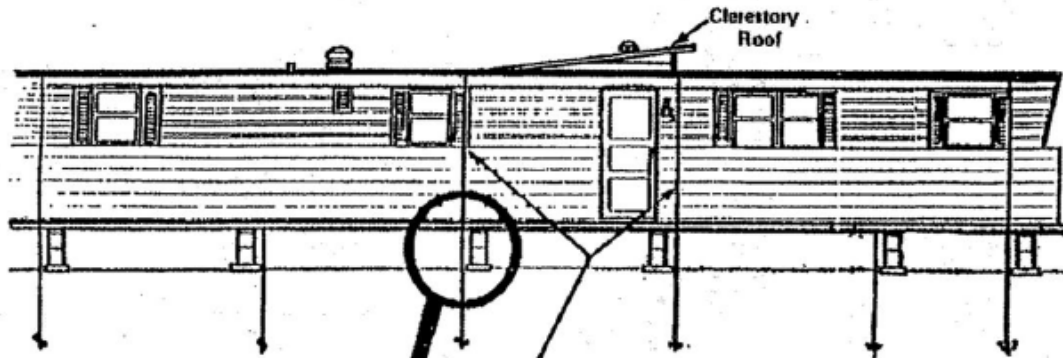
IN FLOOD ZONE

50 feet and longer

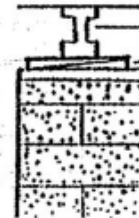
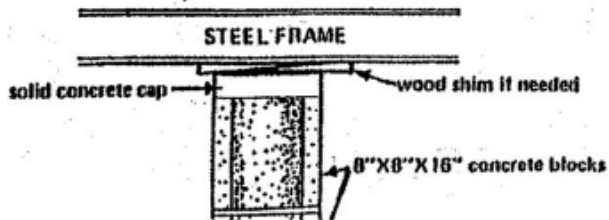
No. of Frame Ties Per Side	No. of Over-the-Top Ties
7	4

OUT OF FLOOD ZONE

Per-side Frame	Over Top
Up to 40'-3	2
40'-60'----	3
60'-70'----	3
70'+-----	4



Clerestory roof requires over-the-top ties at each end of the raised portion in addition to the other ties



Helpful Numbers

DEVELOPMENT SERVICES SECTION

PERMIT & LICENSE CENTER

PERMIT & LICENSE CENTER MANAGER	596-9603
PERMITS FOR SUB-CONTRACTORS	596-9656
PLAN REVIEW APPLICATIONS	596-9456
TRADE LICENSES	596-9456
BOND & INSURANCE	596-9456
INSPECTION REQUEST	596-9656

BUILDING PLANS REVIEW	596-9456
-----------------------------	----------

DEVELOPMENT PLANS REVIEW (IDP)	596-2514
--------------------------------------	----------

WATER SERVICES	596-9455
----------------------	----------

SEWER SERVICES	596-9455
----------------------	----------

INSPECTION SERVICES SECTION

INSPECTIONS SERVICES MANAGER	596-1612
------------------------------------	----------

INSPECTION SUPERVISOR (MECHANICAL AND PLUMBING)	596-9684
---	----------

INSPECTION SUPERVISOR (BUILDING)	596-9665
--	----------

Inspection Supervisor (Electrical)	596-9659
--	----------

CUSTOMER CARE	596-2100
---------------------	----------

CITY/COUNTY HEALTH DEPARTMENT	582-9355
-------------------------------------	----------

PLANNING DEPARTMENT	584-7526
---------------------------	----------

